

# **Syllabus; Medical Terminology**

## **Hoosier Hills Career Center**

### **Course Goals:**

This course is intended to provide the student with a strong foundation for using and understanding terminology used in various fields of the health care industry. Students will explore a variety of careers and develop professional behaviors. Students will learn Greek and Latin word parts (prefixes, roots, and suffixes) and abbreviations as well as some basics in anatomy and physiology.

### **Resources:**

Mastering Healthcare Terminology, Betsy Shiland, Mosby, 2003  
Mosby's Medical, Nursing, & Allied Health Dictionary, 6<sup>th</sup> Edition, 2002  
Classroom Discussions and Handout Material  
Internet Resources  
Videotapes  
Guest Speakers  
Various Medical and Current Event Articles

### **Grading:**

Program grades will be determined as follows:

Assignments 35 %  
Tests and Quizzes 50 %  
Student Lab 15 %

90 - 100 % = A  
80 - 89 % = B  
70 - 79 % = C  
60 - 69 % = D  
59 % - Below = F

Student lab grades will be determined daily, based on performance in the following areas: attendance and punctuality, teamwork, attitude, attentiveness, and appropriate use of the computer lab.

Absent = 0

Present with poor student lab effort OR tardy = 1

Present with acceptable lab effort = 2

## **Items to be Provided by Student:**

Pens, pencils, and notebook paper as needed.

## **Equipment Provided by the Career Center:**

Resources, Texts  
Computers  
Various Consumable Supplies

## **Course Outline**

Evolve, Terminology Software  
Introduction to Healthcare Terminology  
Body Structure and Directional Terms  
Musculoskeletal System  
Integumentary System  
Gastrointestinal System  
Urinary System  
Reproductive Systems  
Blood and Lymphatic Systems  
Cardiovascular System  
Respiratory System  
Nervous System  
Special Senses  
Endocrine System  
Mental and Behavioral Health  
Oncology  
The Field of Health Care  
    Career Descriptions  
    Educational Requirements  
    Guest Speakers

## **Medical Terminology Course Competencies**

Demonstrates understanding of medical terminology and abbreviations.  
Hands in assignments completed and on time.  
Maintains acceptable attendance record.  
Obtains basic knowledge of anatomy and physiology.  
Demonstrates general courtesy and respect of others.  
Makes efficient use of time.  
Demonstrates oral and written communication skills.  
Follows through on written and verbal instructions.  
Demonstrates honesty and acknowledges errors.  
Demonstrates basic computer skills and is able to create a variety of documents.